

Relative vs. Absolute Formulas

1. When a reference is Relative, Excel adjusts that reference based on where you copy the formula.

For example, if you have a formula in cell B1 as $+A1 * 2$ and then you copy it down in cell C1, the new formula is $+B1 * 2$.

2. When a reference is Absolute, you are telling Excel NOT to adjust that reference in formulas when you copy them.
3. To make the formula Absolute, use the F4 function key. Excel switches between Relative (A2) to Absolute ($\$A\2).